

RECORDS MANAGEMENT DIVISION

AREAS WHERE CONSIDERATION SHOULD BE GIVEN  
TO ECONOMY AND EFFICIENCY OF OPERATION

1. Security Posts of Duty - PBS vs Agency. \$21,792.96 Reimbursable Requirement
2. General Security Posts vs Special; M Bldg. - Front and Rear
3. Overt and Covert Files - S.O.
4. RI/FI vs Area Divisions
5. Logging - Confidential, Secret & related procedural requirements
6. Aperture Card Procedure
7. Information Report Procedures - Duplication With Field

~~SECRET~~

Names of Professional Societies to  
which Representatives of the Records  
Management Staff Belong

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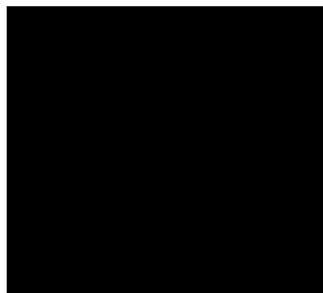
1. Society of American Archivists
2. American Society for Public Administration
3. Society for Personnel Administration
4. Interagency Records Administration Conference
5. Interagency O&M Conference

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Persons who Belong to all or some of  
the Above Organizations

- 1.
- 2.
- 3.
- 4.
- 5.

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Note: All members of the Staff usually attend  
the significant meetings of the Interagency  
Records Administration Conference